Pets:
- Current vaccination records

Program policies:
- Dated and current Policies & Procedures Manual

Safety:
- Fire and safety checklist
- Accident/Incident records

The Organizational Tool Box
- Computer, computer database
- Daily planner, weekly calendar
- Electronic organizer (palm pilot, etc.)
- Filing cabinet, filing systems
- Desktop organizers
- White board/blackboard

Getting organised involves being both efficient (doing your work as quickly and easily as possible), and effective (doing the work that will bring the greatest return on your efforts).

Organisational skills can help you cope with the daily tasks. They provide structure, create appearance of order and reduce daily stress levels.

The purpose of this leaflet is to help you to focus on the many facets of your childminding service and help to make decisions on what works the best for you.

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Organisational & Record Keeping Tips for Childminders

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Childminding is a demanding profession which requires efficient usage of time.

* Notice Boards are effective way to post information for parents:
  - Menus
  - Activity plans for the week
  - Daily schedules
  - Wish list
  - Parent news
  - Outing information
  - Evacuation plan
  - Fire and safety checklist
  - Community events

**Record Keeping Tips**

* Many childminding services use a separate bank account to keep their income and expense records

* A portable file box is excellent resource for organising financial records

**The importance of record keeping:**
- Allows you to track your income and spending habits
- Provides information for your future budgeting needs
- Provides necessary information for declaring tax to the Revenue Commissioners

**What records should a childminder keep?**

**Yourself:**
- Garda Vetting
- Documentation on training
- First Aid Certification

**Children’s records:**
- Child Information form, including:
  - Medical/Health information
  - Date of Birth
  - Date of first day of attendance
  - Emergency contact information
  - Emergency Medical Consent
- Transportation permission
- Authorization to administer medication (if applicable)
- Outings permission
- Parent conference notes
- Documentation of other parent communications

**Emergency plans:**
- Full contact information of emergency back-up person
- Emergency phone numbers on display
- Policies and procedures for emergency evacuations:
  - Medical emergencies
  - Unauthorized child pick-up
  - Other, as deemed necessary